

# SPOTLIGHT

## London Elementary School Creates a Benchmark for Emergency Preparedness Planning



**London Elementary School in Laurel Co.** is in the spotlight for proactively planning and practicing emergency preparedness drills. The Kentucky Center for School Safety (KCSS) recognized Principal Mary Bowling during its summer Emergency Management regional training sessions, for her school's "exceptional efforts to prepare their students for dealing with emergency situations." KCSS Director Jon Akers praised London Elementary not only for practicing the required fire, lockdown, severe weather, and earthquake drills, but also for its novel protocol of getting students safely out of and back into the school building or to a reunification site during emergency drills.

London Elementary School serves 620 students in preschool through 5th grade, with 50 certified staff and 48 classified staff. According to Principal Bowling, the backbone of LES's emergency planning was the creation of the London Elementary Crisis Team, which meets monthly, and developed a goal to "train staff and students to respond appropriately without being told to do so."

The Crisis Team developed the following emergency procedures:

1. Emergency Evacuation Procedures
2. Lock-In and Lockdown Procedures
3. Reverse Evacuation Procedures
4. Shelter in Place Procedures
5. Tornado/Severe Weather Procedures
6. Earthquake / Drop Cover and Hold Procedures
7. Room Clear Procedures
8. Missing Student Procedures
9. After School Day Care Emergency Procedures

Particular strategies embedded in the Emergency Procedures that are of note are:

- a. "Emergency Classroom Go Kits" for teachers to take with them when students go to recess, special class, programs, etc.
- b. Student accounting procedures for every student
- c. Table Top Drills for professional development days - "What will I do if this happens?"
- d. Student supervision techniques that include:
  - Detailed duty schedules
  - Systematic Student Supervision video
  - Positive, proactive, proximity based
  - PBIS procedures
  - Supervisory Skills Checklist
- e. Floor plans showing room numbers, fire extinguishers, electric, water and HVAC shut offs; safe areas, evacuation routes
- f. Emergency Evacuation Student Reunification Procedures for parents
- g. Emergency procedures for substitute teachers

For more information, contact Principal Bowling at London Elementary School,  
[mary.bowling@laurel.kyschools.us](mailto:mary.bowling@laurel.kyschools.us) or (606)-862-4679.